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MEMORANDUM TO: Chief, Logistics Services Division, OL
THROUGH : Special Support Assistant, DCS
SUBJECT : Survey of "Less Desirable" Office Space.

1. The FE Division occupies space in the B, C, D and E Corridors, 5th floor, and the E Corridor, 4th floor. Included in this assigned space are four interior areas (offices) located off a main corridor and constitutes the "least desirable" space utilized by the Division. Specific location and office components (see attached space layout) are as follows:



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2. It is our understanding that the Agency has contracted for the services of a consultant, "Mr. [redacted] to survey the "less desirable" space and to provide recommendations for esthetically improving the general working area. Accordingly, it is requested that the aforementioned areas, in order of priority listed, be included in the schedule of areas to be surveyed and that this Division be advised of any recommendations resulting therefrom. Also, please forward any comments you may have relative to recommended action.

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Chief, Far East Division

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Attachment:
Space Layout

APPROVED: [redacted]

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